

## Requirements

**All permanent signs require permits separate from the building permit. Signs shall comply with the requirements of the Sugar Land Development Code sign regulations.**

**Wind device signs, such as banner signs, require permits. Call (281) 275-2370 for information.**

### **Monument Signs:**

1. Provide a site plan showing the exact location of the sign. Show all existing signs within 300 feet of the new sign.
2. Provide the sign dimensions and specifications.

### **Wall Signs:**

1. Provide dimensions and an elevation view of the wall on which the sign will be installed.
2. Provide dimensions and specifications for the proposed sign

## Insurance Requirements

**Contractors the following requirements apply:**

**Sugar Land Development Code**

**Chapter 7**

**Article II. Buildings**

### **Section 7-16. Code Amendments**

**105.8. Insurance Required.** As a condition to the issuance of the permit, the Contractor shall submit proof that the contractor has: Workers' Compensation insurance as required by law; general liability insurance of at least \$100,000 for any one accident and \$300,000 for any one person; and property damage insurance of at least \$50,000 for any one accident and \$1,000 for any one piece of property.

**The Certificate Holder Box Must Read:**

<b>Certificate Holder Box</b>
<b>City of Sugar Land Attn: Development Services P.O. Box 110 Sugar Land, TX 77487</b>

**Proof of insurance can be faxed to (281) 275-2371.**



**CITY OF SUGAR LAND**  
**SIGN PERMIT APPLICATION**  
**Jurisdiction of CITY OF SUGAR LAND, TEXAS**

**PROJECT ADDRESS:** \_\_\_\_\_

**TENANT NAME:** \_\_\_\_\_ **APPLICATION#:** \_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_  
LOT NO BLOCK SECTION TRACT SUBDIVISION

**OWNER:** \_\_\_\_\_  
COMPLETE MAILING ADDRESS CITY/STATE ZIP PHONE

**SIGN CONTRACTOR:** \_\_\_\_\_

\_\_\_\_\_  
ADDRESS CITY/STATE ZIP PHONE

**PROPOSED USE:** \_\_\_\_\_ **VALUATION:\$** \_\_\_\_\_  
**DESCRIPTION OF WORK INCLUDING SQUARE FOOTAGE:**

\_\_\_\_\_

\_\_\_\_\_

**TYPE OF SIGN:**  
**FREESTANDING** \_\_\_\_\_ **WALL** \_\_\_\_\_ **WIND DEVICE/BANNER** \_\_\_\_\_ **OFF-PREMISE SIGN** \_\_\_\_\_

**NOTICE**

SEPARATE PERMITS ARE REQUIRED FOR ALL BUILDING AND SIGN CONSTRUCTION. EXCEPT FOR WIND DEVICES, THIS SIGN PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS COMMENCED. FOR WIND DEVICES, THIS SIGN PERMIT BECOMES NULL AND VOID 30 DAYS AFTER ISSUANCE.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

\_\_\_\_\_  
**SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT** **DATE**

\_\_\_\_\_  
**SIGNATURE OF OWNER (IF OWNER BUILDER)** **DATE**

**SPECIAL CONDITIONS**

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**SPECIAL APPROVALS:**

**ZONING:**      **RECEIVED**\_\_\_\_      **NOT REQUIRED**\_\_\_\_ **APPROVED FOR ISSUANCE BY:**

**3 FULL SETS OF PLANS ARE REQUIRED UPON SUBMITTAL**

**\$25 BASE FEE, PLUS \$15 FOR FIRST \$1,000, PLUS \$5 FOR EACH ADDITIONAL \$1,000      BANNER SIGN \$25**

**TOTAL FEE \$ \_\_\_\_\_**